

FINANCE COMMITTEE

MINUTES

The Finance Committee of the City of Willmar met on Thursday , March 7th, 2019 in Conference Room No. 1 at the City Office Building.

Present:	Audrey Nelsen Chair
	Rick FagerlieVice Chairman
	Andrew PlowmanMember
	Julie Asmus Member

Others present: Finance Director Steve Okins, Councilmember Fernando Alverado and West Central report Shelby

Item No. 1 Call to Order

The meeting was called to order at 5:15p.m.

Item No. 2 Public Comments

There were no comments from the public.

Item No. 3 Recommended Action Items for the Council

Removal of Pending/Suspense Special Assessments

Staff explained to the committee that it is the policy of the City to classify improvements as pending/suspense against properties that are outside City limits. The assessments would remain in this Classification or until the property was annexed into the City. The life expectancy of sanitary sewer is forty (40) years and street is twenty (20) years from the date of initial construction.

It has been determined the useful life has been attained on these properties so it was moved by Councilperson Plowman seconded by Councilperson Asmus to introduce a Resolution approving removal of the listed pending/suspense special assessments for said improvements made during 1974, 1991, and 1998 in the amount of \$ 242, 442.76

Willmar Township Fire Agreement

The committee reviewed a recommendation to set the 2019 Willmar Township Fire Contract at \$ 30,366.27.

Both Willmar and Dovre Township are under an annual contract with the City for fire protection services. A statewide formula has been used for decades to calculate the cost sharing proposal was enclosed with the current numbers.

After review of the formula and the previous five year history, it was moved by Councilperson Fagerlie, seconded by Councilperson Plowman to introduce a resolution to authorize the Mayor and City Administrator to sign the agreement as presented.

Civic Center Bleacher Project

Staff presented and explained information pertaining to the replacement of the bleachers at the Willmar Civic Center. The bleachers are the original bleachers from when the Civic Center was built. They are in need of replacement. The bleachers need to be pulled out manually with 3-4 staff and have taken a lot of abuse over the years. Many of the metal brackets are bent, locking latches are broken and flooring is starting to deteriorate.

The 2019 Capital Improvement Budget has \$ 350,000 for Bleacher Replacement and Wall repair. The contract amount of \$199,777, will enable the remaining approximately \$ 150,000 to add a lift to the bleachers and still be able to repair the Wall as well.

It was then moved by Councilperson Plowman, seconded by Councilperson Asmus to introduce a resolution to authorize the Mayor and City Administrator to sign the agreement with Seating And Athletic Facility Enterprise in the amount of \$ 199,777.

Re-appropriation of Civic Center Funds

The committee reviewed a request from staff to re-appropriate the dollars due to the restructuring of the CER that had been budgeted for full time staff at the Civic Center to cover anticipated part time wages at the Dorthy Olson Aquatic Enter and the Parks and Recreation and Civic Center part time salaries.

It was explained the dollars remained in the full time salary category due in part to the time of filling the Recreation Director position and the Budget process, and the decision to not fill the Arena Manager position.

It was moved by Councilperson Fagerlie, seconded by Councilperson Plowman to introduce a resolution to amend the 2019 Budget and re-appropriate the funds as recommended.

Item No. 4 Information Items Discussed

2018 Report of Outstanding Indebtedness


Staff presented a copy of the Annual Report of Outstanding Indebtedness for review. Staff explained that it is annually required to be filed with the County Auditor.

Review Meeting Schedule

The committee reviewed the future Meeting Schedule. It was discussed that this will be available at all future meetings, so items discussed or requested can be added and the Council will be informed of when certain items are scheduled to be discussed. Items added were March 21st Rice Trust 2018 Activity and Balance Report, Options and timing of uses for Local Option Sales Tax Proceeds, MUC WYE Utility agreement funding, April 4th Industrial Development Budget Amendment, Waste Treatment Rate Study and April 18th, Further Discussion the City Comprehensive Assessment Policy.

There being no further business to come before the Committee, the meeting was adjourned at 5:59 PM by Chair Nelsen.

Respectfully submitted,


Steven B. Okins
Finance Director